

DCMC Instructions for Processing Buying Activity Information in Alerts (23 June 1997)

SUPPLEMENTATION OF THESE INSTRUCTIONS IS NOT AUTHORIZED

Submit suggestions on improvement or correction of these instructions or the listings on Attachment 1 to Dan Schuster, DCMDE-DA, 495 Summer St., Boston, MA 02210 (e-mail dschuster@dcrb.dla.mil).

These are detailed procedures for establishment of Buying Commands and their respective Office Symbols in Alerts. A synopsis of the contents is listed below.

A. Establishing Buying Command Office Symbols

Three step process (see Attachment 2)

1. Step 1: Acronyms
2. Step 2: Specific Command Office Symbol
3. Step 3: Customer Initials
4. Examples - Good and Bad Formats
5. Deletion of Incorrectly Formatted Office Symbols

B. Buying Command Acronyms

1. Use of Procurement ID Codes
2. Establishment of Buying Commands by the Eastern District
3. Sub-Divisions of Certain Buying Commands (SP0400, 440, 450, 451, etc.)
4. a. Delivery Orders on Basic Ordering Agreements (BOAs) and Indefinite Delivery Contracts (IDC).
b. ACO Issued Orders
5. Multiple Office Symbols for Buying Commands

Attachment 1: Issued By Code conversion chart to Procurement ID Codes for major Army and Air Force Commands

Attachment 2: Cheat sheet chart for a correctly formatted Office Symbol

A. Establishing Buying Command Office Symbols in Alerts (this is a three step process):

1. STEP 1: Enter the Buying Command acronym, followed by a slash (/). In this instance TACOM remains TACOM, CECOM remains CECOM, ATCOM remains ATCOM, etc. DO NOT USE PROCUREMENT IDS for this portion of the Office Symbol.
2. STEP 2: Immediately following the Acronym, enter the official office symbol for the customer being represented, followed by a second slash (/). The information would appear on the contract in a format similar to the following:

- a. AMSAT- A-TAA
- b. Code 02133.02
- c. PKA-DDD
- d. JAPD

SLASHES ARE NOT TO BE USED IN THIS PORTION OF THE OFFICE SYMBOL. They are to be used ONLY to separate each third of the Office Symbol.

Dashes (-), and periods (.), can, and should be used to separate portions of office symbols as shown in 2a, b, and c above.

Extraction of the proper Office Symbol from a contract will be a judgmental decision of the individual Alerts user. They are normally found in the Issued By field on the face page of a contract as part of the Buying Command address. If none is present this information can be obtained by contacting your POC for the contract at the Buying Command. Caution must be exercised here to make sure the Office Symbol is what you extract and not a part of the in-the-clear address. You should not be extracting P.O. Boxes, Suite Numbers, Street Addresses, or the like as the Office Symbol. If no Office Symbol is present on the contract, call your POC at the Buying Command for the proper Office Symbol.

Make sure you review the drop down list of Office Symbols in Alerts before you establish a new Office Symbol. There have been many instances where personnel have created a new Office Symbol for a person at a Buying Command which already appears on the drop-down list. Such an entry will be cause for deletion of that Office Symbol.

3. STEP 3: Enter the first letter of the first and last name of the customer involved. Some Buying Commands may choose to use a general mail alias in lieu of a person's name in the e-mail alias. DISC will use e-mail aliases such as discv@disch3.disc.dla.mil, excluding the person's name. Several people at DISC could have that same mail alias. In order to avoid duplicates in the Office Symbol field (a serious problem in Alerts), no

matter how the names appear in the e-mail alias, and even if the name does not appear at all, always enter the initials of the person. For example, if Joe Tanker is the person's name "JT" will always be the last third of the Office Symbol (i.e. jtanker@tacom.mil = JT, tankerj@tacom.mil = JT, joe_tanker@tacom.mil = JT, anyoffice@tacom.mil = JT).

4. Here is the way a typical office symbol would appear upon completion.

Buying Command is TACOM, Office Symbol is AMSAT-A-TAA, and person's name is Joe Tanker:

TACOM/AMSAT-A-TAA/JT

Some examples of the above in INCORRECT format would appear as:

DAAE07/AMSAT-A-TAA/JT
TACOM-AMSAT-A-TAA-JT
TACOM/AMSAT/A/TAA/JT
AMSAT-A-TAA/JT
AMSAT-A-TAA

5. Incorrectly formatted office symbols will be deleted immediately by the East District SysOps. CAO SysOps will be notified of the identity of the person creating the incorrect Office Symbol in their CAO.

B. Buying Command Acronyms (Procurement IDs)

1. Procurement ID Codes will be used to establish all Buying Commands in Alerts. For example: TACOM, will appear as “DAAE07”, DSCR will appear as SP0400, and ATCOM will appear as DAAJ09. Buying Command acronyms, such as TACOM, CECOM, etc., will be used ONLY in Step 1 when creating Buying Command Office Symbols (Part B below).

2. Only District SysOps have access to establish new Buying Commands. DCMDE will maintain the Buying Activity tables for all of DCMC. Western District Alerts users needing a new Buying Command established in Alerts shall call the Eastern District Help Desk for action. The Help Desk number is 888-616-7597. Any other problems with Alerts experienced by Western District personnel shall continue to be phoned in to the Western District Alerts Help Desk. Minimum information will be required in order to establish a Buying Command. That info is as follows:

a. Buying Command Procurement ID.

b. Buying Command In-the-Clear Address.

(1) Do NOT abbreviate or use acronyms in the first line of the in-the-clear address. Spell out the Command’s official name in full. TACOM should be entered as U. S. Army Tank-Automotive and Armament Command, not “TACOM”.

c. Buying Command Acronym and Complete Office Symbol (see “Establishing Buying Command Office Symbols in Alerts”, Part A above).

d. Buying Command Point of Contact (POC) and Procuring Contracting Officer (PCO) information. POCs appear as such in CPSS and PCOs appear in DCMC Alerts. Do not put one person’s name in the NAME field and another’s in the E-MAIL ALIAS. For purposes of Alerts, PCO means the person who is receiving Alerts correspondence, whether it be e-mail or a fax if e-mail is not available. It is NOT usually the name of the person signing the contract.

It is permissible to establish a person’s name and an office mail alias without a name. One such example that currently exists is at DISC. Mary Murphy could be the POC/PCO name, but the mail alias for her is discv@disch3.disc.dla.mil. More information on this is contained in the Office Symbol formatting instructions set forth below. Include:

- (1) Name
- (2) Commercial Telephone number
- (3) DSN prefix
- (4) FAX extension
- (5) Title of the person (POC only)

(6) Complete Internet e-mail alias (SMTP alias)

Note: Buying Commands and Office Symbols should not be established without a customer e-mail alias.

e. Name and Telephone Number of the CAO Person Making the Request.

3. Only Major Procurement IDs will be entered for DLA Supply Centers such as DPSC, DSCR, DISC and DSCC. For example, SP0400 will be the ONLY Procurement ID entered for DSCR. Contracts beginning with SP0440, SP0441, SP0450, etc., will be processed under SP0400 in Alerts and CPSS. Similar instructions should be followed for Air Force Commands. Contracts beginning with F42600, F42610, F42620, etc. should all be entered under Buying Command F42600.

4. Delivery Orders issued by one Buying Command against another Command's Basic Ordering Agreement (BOA), or Indefinite Delivery Type contract (IDC), require special attention. In these cases, the Procurement ID of the Issuing Office shall be used to establish Alerts or CPSS records. Army and Air Force Issued By codes must be converted to the appropriate Procurement ID for these Delivery Orders, since those Service components use a DoDAAC for Issued By codes which are different from their Procurement IDs. Attachment 1 below is a conversion chart of major Army and Air Force Command Procurement IDs and DoDAACs to assist you in making the proper determination of which Procurement ID to utilize.

On ACO issued orders, the Alert or CPSS will be built using the Buying Command Office Symbol of the activity authorizing the ACO to issue the order.

5. Most Buying Commands will have multiple Office Symbols. CAO Alerts users continue to have access to establish new Buying Command Office Symbols. Strict guidelines will be necessary to insure their format is proper. Those instructions are set forth in Part B below. Every Alerts user in both DCMC and at customer locations (for their command only), will be using these Office Symbols. Incorrectly formatted Office Symbols adversely impact everyone using Alerts, and will be deleted immediately by the Eastern District SysOps (see A5 above).

This information will be added to the Users Manuals as soon as possible. In the interim Alerts POCs should see to it that all users (customers and DCMC personnel), receive this correspondence immediately. All of this will be eliminated in Phase II.

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Attachment 1 to “DCMC Instructions for Processing Buying Activity Information in Alerts (Version 3, 23 June 1997)”

CONVERSION CHART FOR ARMY AND AIR FORCE DELIVERY ORDERS ISSUED AGAINST ANOTHER COMMAND’S BASIC ORDERING AGREEMENT (BOA) OR INDEFINITE DELIVERY CONTRACT (IDC)

First 2 positions of delivery order number are equal to:	Then Issued By DoDAAC will be:	Then Buying Command Procurement ID will be entered as:
B1	W41G26	DAAA03
B7	W52H1C	DAAA08
BA	W52P1J	DAAA09
BB	W23FTS	DAAA15
BC	W15QKN	DAAA21
BV	W16H1F	DAAA22
BD	W25QNP	DAAA25
9M	W44W9M	DAAA31
BF	W15P7T	DAAB05
BG	W15P7T	DAAB07
BR	W56HZV	DAAE07
ZR	W52G2Q	DAAG08
CC	W31P4Q	DAAH01
BS	W58RGZ	DAAJ01

First 2 positions
of delivery order
number are equal to:

Then Issued By
DoDAAC will be:

Then Buying
Command
Procurement ID
will be entered as:

YY	W58RGZ	DAAJ01
ZQ	W58RGZ	DAAJ01
BS	W58RGZ	DAAJ09
BT	W58P05	DAAJ09
SM	FD2040	F04606
TB	FQ7616	F04701
RJ	FD2060	F09603
RR	FD2060	F09603
RS	FQ7620	F19628
RX	FQ7619	F30602
SG	FQ8419	F33615
SC	FQ7615	F33657
SD	FD2030	F34601
SA	FD2050	F41608
SH	FQ7624	F41609
SY	FD2020	F42600

CUSTOMER ADDRESS FORMAT

- Type the Buying Command Acronym first -
- (i.e., TACOM, ATCOM), follow by slash
- Type the Office Symbol following the
Buying Command (i.e., TACOM/*AMSTA-T-TAA*), follow by slash
- Type the first and last initials of the person
you are forwarding report to (i.e., John
Smith) - TACOM/*AMSTA-T-TAA/JS*